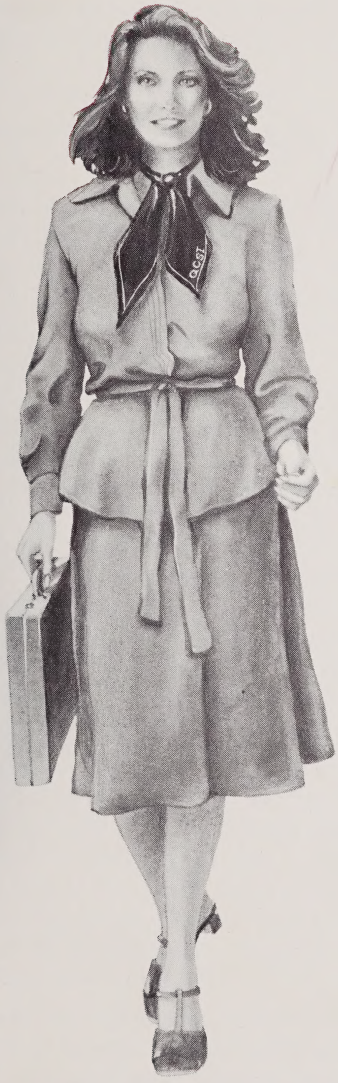
QUEENS COLLEGE SECRETARIAL INSTITUTE



A Stepping Stone For Professional Growth

1900 Selwyn Avenue/Charlotte, N.C. 28274

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QUEENS COLLEGE SECRETARIAL INSTITUTE

A fundamental commitment of Queens College Secretarial Institute is to prepare you for a position in the business world. Your responsibilities may include any and/or all phases in a business office, with titles ranging from clerk-typist to executive secretary or administrative assistant. Whatever your title, you will be a valued member of the management team with which you work.

The growth of the secretarial profession to its current high status can be attributed to the knowledge, training, expertise, and motivation which a professional secretary brings to the job, thus making her or him an invaluable asset to the business world.

HISTORY OF QUEENS COLLEGE

Queens was founded in 1857 as the Charlotte Female Institute, then located on College Street near the center of the city. For five years after 1891, it was called the Seminary for Girls, and upon affiliation with the Presbyterian Synod of North Carolina in 1896, was known as the Presbyterian College for Women. In 1912, anticipating the move to its present campus in the Myers Park residential area in 1914, it became Queens College.

That name revived pre-Revolutionary traditions, for in 1771 a group of North Carolina colonists sought a royal charter for Queens College to be located in the town of Charlotte which was named for the British queen, Charlotte of Mecklenburg. George III refused the petition, doubting the wisdom of creating an institution to perpetuate non-conformist views favored by the Scotch-Irish Presbyterians who had settled in Piedmont Carolina. A school was chartered in 1773, however, under the unusual title of Queens Museum. During the Revolution it sympathized with the colonial cause and became known as the Liberty Hall Academy. The academy's post-Revolutionary history is sketchy, but in 1821 the Male and Female Academy Corporation was chartered to operate the Liberty Male Academy, the precursor of Davidson College, and the Charlotte Female Academy, the precursor of the Charlotte Female Institute.

In 1930, Queens became related to the Presbyterian Synod of South Carolina through a merger with Chicora College, Columbia, S. C. (formerly in Greenville). Since Chicora itself had earlier merged with the College for Women, Columbia, Queens continues the tradition of two South Carolina women's colleges. With the creation of the Synod of the Southeast in 1973, Queens' official church relationship was extended to include Presbyterians in Georgia as well as those in the Carolinas.

The Board of Trustees holds title to the property of the college and is responsible for Queens' total program. The 34-member board — composed of business, professional, religious, and alumnae leaders — is elected by the Synod of North Carolina (10), the Synod of the Southeast (8), trustees (14), and the Queens College Alumnae Association (4).

THE INSTITUTE

Located in Charlotte, North Carolina, Queens College Secretarial Institute offers the best of two worlds — the warm friendly atmosphere of the Queens College campus, established in 1857, and the challenge and excitement of a big city.

The Queens College campus occupies about 35 acres in Myers Park, one of Charlotte's oldest and finest neighborhoods. You can walk through safe, oak-lined streets, enjoying the beauty of Charlotte's changing seasons.

Charlotte is a large, thriving metropolitan center, where career opportunities abound for Queens College Secretarial Institute graduates. Secretarial positions are available in a wide range of fields — banking, textiles, chemical, metal-working, transportation, law, medicine, the arts, education, advertising, social services — just to name a few.

Charlotte is a city of beauty and tradition combined with dynamic growth and unlimited opportunity. It's all here waiting for you!

OBJECTIVES

These are the specific objectives of Queens College Secretarial Institute:

1. To educate and train students for positions leading to executive secretarial positions or administrative assistant positions and to develop their potential for advancement to administrative and managerial positions.
2. To offer curricula that combine excellent secretarial training with business-oriented courses structured to supplement the student's previous high school or college education.
3. To create an educational climate that will encourage in all students a consciousness of excellence as an attainable goal.
4. To help the students develop an awareness of social responsibility.
5. To provide a well-rounded educational program of practical value to all students — whether their program at QCSI is terminal education or a prelude to further study.
6. To establish and maintain employer satisfaction with the job performance of QCSI graduates and to provide LIFETIME PLACEMENT assistance by offering help in finding appropriate employment opportunities for graduates at all levels.

LEARNING AT QUEENS COLLEGE SECRETARIAL INSTITUTE

Your educational experience at QCSI will be stimulating and rewarding. Our program is designed to be brisk in pace and varied in content.

We provide an educational format of the highest quality as well as practical work experience. Prior to graduation, you'll participate in a four-week internship, during which you'll work in a Charlotte-area business.

WHO SHOULD STUDY AT QUEENS COLLEGE SECRETARIAL INSTITUTE

Any person who is interested in a secretarial career; who has a desire to use a secretarial career as a stepping stone into business administration; who is looking for a career in a job market where there is a critical shortage; who wants the best secretarial training available in the Charlotte area. QCSI is open to people of all ages — high school graduates, the young adult, or the mature adult.

QUEENS COLLEGE SECRETARIAL INSTITUTE PLACEMENT SERVICE

Because Queens College Secretarial Institute enjoys a fine reputation with the Charlotte business community, it offers lifetime placement assistance to its graduates and alumnae. During the one-year program, you will be trained in the techniques of the business interview and job seeking. Consequently, when you seek employment, you will know exactly how to conduct yourself in talking with prospective employers.

QCSI receives numerous requests each year for secretaries who are needed by business, professional, and government organizations. A part of our service to you is to make these positions available to graduating students and to Queens College Secretarial Institute alumnae, with no charge for this service.

THE PROGRAMS

ONE-YEAR SECRETARIAL PROGRAM

This program is structured for the student who has no skills in shorthand or in typewriting.

First Six-Week Period
- Shorthand 1
- Typewriting 1
- Business Communications

Second Six-Week Period
- Shorthand 2
- Typewriting 2
- Written Business Communications

Third Six-Week Period
- Office Machines
- Filing
- Accounting 1
- Professional Secretarial Development

Fourth Six-Week Period
Dictation and Transcription
Secretarial Practice
Accounting 2
Basic Business Organization
Fifth Six-Week Period
Fundamentals of Law
Administrative Secretarial Procedures
Business and Personal Finance
Job Hunting Skills
Sixth Period
Internship (four weeks)

ADVANCED ONE-YEAR PROGRAM

This program is structured for those who have had at least two years of shorthand and typewriting instruction sometime previously or for those who have had at least one year of study in these subjects combined with secretarial experience.

First Six-Week Period
Shorthand 3
Typewriting 3
Business Communications
Second Six-Week Period
Shorthand 4
Typewriting 4
Written Business Communications
Third Six-Week Period
Office Machines
Filing
Accounting 1
Professional Secretarial Development
Fourth Six-Week Period
Advanced Dictation and Transcription
Secretarial Practice
Accounting 2
Basic Business Organization
Fifth Six-Week Period
Advanced Administrative Secretarial Procedures
Fundamentals of Law
Business and Personal Finance
Job Hunting Skills
Sixth Period
Internship (four weeks)

OTHER PROGRAM INFORMATION

Internship

A four-week internship will be required of each student after all course work is completed, and prior to graduation. This internship will be done in Charlotte area business, professional, governmental, and educational offices.

Admission to the Program

Although it is strongly suggested that you begin the program in September, it will be possible to enter the program at the beginning of any six-week period. Typing 1 and Shorthand 1 will be taught each six-week period to make delayed entrance possible.

Refresher Courses

In July of each year, refresher courses in shorthand and typing will be offered for those whose skills have become "rusty," thus enabling them to enter the advanced one-year program.

COURSE DESCRIPTIONS

Shorthand 1

The course is designed to enable the student to learn the principles of shorthand, Gregg Diamond Jubilee Series, easily and quickly. Pretranscription techniques are introduced with emphasis on accuracy and speed development.

10 hours a week
6 weeks — 60 hours

Shorthand 2

Early emphasis is placed on sustained dicatation speed, which facilitates accurate transcription. When sufficient speed and accuracy in shorthand and typewriting are developed, the student concentrates on building good transcription techniques.

Prerequisite: Shorthand 1

10 hours a week
6 weeks — 60 hours

Shorthand 3

A thorough review of Gregg Diamond Jubilee Series shorthand theory is given early in the course. The student develops the ability to take sustained dictation, which facilitates accurate transcription of business correspondence. Emphasis is placed on speed development with accuracy. Transcription techniques are introduced and combined with correct language skills and style. Exposure to business vocabularies in various fields is provided.

10 hours a week
6 weeks — 60 hours

Shorthand 4
After sufficient speed and accuracy are developed, the student concentrates on perfecting her transcription techniques. These skills are then combined with the knowledge of correct English usage and letter style to produce correspondence that will meet demanding business requirements.
Prerequisite: Shorthand 3

10 hours a week
6 weeks — 60 hours

Typewriting 1
Students learn correct typewriting techniques and mastery of the keyboard in order to produce with accuracy and speed typewritten material to meet the highest business standards. Electric typewriters are used exclusively. Individualized instruction is given during laboratory periods.

10 hours a week
6 weeks — 60 hours

Typewriting 2
Typewriting speed and accuracy are developed. Training includes the typing of manuscripts, reports, rough drafts, legal documents, tabulations, a variety of business forms and business correspondence.
Prerequisite: Typewriting1

10 hours a week
6 weeks — 60 hours

Typewriting 3
(Advanced Section only)
Through individual attention and intensive classroom drill, basic typewriting techniques are perfected. The typing of advanced business forms, letters, memoranda, and tabulations are taught in production typing. Practice in the preparation of expense accounts, itineraries, news releases, and business reports is provided.

10 hours a week
6 weeks — 60 hours

Typewriting 4
(Advanced Section only)
Training includes the typing of manuscripts, legal documents, reports, and executive business correspondence. When sufficient speed and accuracy are developed, the student concentrates on combining all secretarial skills to produce transcribed material to meet demanding business requirements.
Prerequisite: Typewriting 2

10 hours a week
6 weeks — 60 hours

Business Communications 1
Because the potential secretary must know how to communicate clearly and correctly, the course begins with a study of basic language structure. Progression and correlation come through instruction and practice in punctuation, dictionary use, proofreading, and vocabulary building.

10 hours a week
6 weeks — 60 hours

Written Business Communications
The student composes various kinds of modern business letters and reports. Continued focus on the study of words in context helps the student to increase speaking and writing vocabulary.
Prerequisite: Business Communications

10 hours a week
6 weeks — 60 hours

Filing
The three major filing systems in current use — alphabetic, geographic, and numeric — are studied. By filing miniature letters, the student becomes familiar with the filing methods used in modern offices.

5 hours a week
6 weeks — 30 hours

Accounting 1
The fundamental principles and practical appreciation of accounting are presented. The secretary-in-training learns the theory of the accounting cycle for sole proprietorship, service, and merchandise businesses.

10 hours a week
6 weeks — 60 hours

Accounting 2
In this course the double-entry accounting equation and accounting principles are presented and applied to partnerships and corporations.
Prerequisite: One semester of bookkeeping or accounting.

10 hours a week
6 weeks — 60 hours

Office Machines
Students will become expert at using the dictaphone, and will learn to operate a 10-key calculator, using the touch system — both prerequisites to employment.

5 hours a week
6 weeks — 30 hours

Professional Secretarial Development
The success of an executive secretary depends to a high degree on personality and appearance. Lectures, demonstrations, and individual conferences are planned to assist each student to develop as a mature, articulate, self-assured, aware young person.

Particular attention is paid to such subjects as wardrobe planning, grooming, diet and health, skin care, makeup, hair styling, poise, speech, reception and telephone techniques. Guidance is given in business and social etiquette and ethics. Problems of interaction on an individual and a group level are also discussed.

10 hours a week
6 weeks — 60 hours

Dictation and Transcription
The student develops the ability to take sustained dictation, which facilitates accurate transcription of business correspondence. Emphasis is placed on speed development with accuracy. Transcription techniques are introduced and combined with correct language skills and style. Exposure to business vocabularies in various fields is provided.

5 hours a week
6 weeks — 30 hours

Specialized Dictation and Transcription
(Advanced Section only)
Students gain experience in taking and transcribing specialized dictation in four major fields — law, medicine, science, and communications. Training includes shorthand outlines for the particular vocabulary and terminology used in each. Thus the student who is interested in specialization works with four of the most popular disciplines before making a commitment to her field of interest.
Prerequisite: Shorthand 3

5 hours a week
6 weeks — 30 hours

Secretarial Procedures and Administration
Through such typical secretarial assignments as planning itineraries and travel arrangements, preparing expense reports, and maintaining investment records, the future secretary becomes accustomed to a variety of business procedures. Using independent work projects in simulated office/workshop seminars, the student learns to comprehend and carry through instructions, to establish priorities, to meet deadlines, to organize secretarial and administrative duties, and to develop resourcefulness and initiative.

5 hours a week
6 weeks — 30 hours

Basic Business Organization
The role of administration and management, the principles of organizational structure, and the functioning of major departments are described. Procedures for operating a business and for researching and developing products are discussed. The workings of business are further amplified by explanations of marketing and purchasing techniques, business ethics and personnel relations.

10 hours a week
6 weeks — 60 hours

Administrative Secretarial Procedures and Administration
This advanced course acquaints the students with the changing role of the secretary and prepares them to meet the resulting challenges by introducing them to the highest level of secretarial work. Through typical secretarial assignments the students learn a variety of business procedures. Group discussions of office problems supplement the individual projects.

15 hours a week
6 weeks — 90 hours

Advanced Secretarial Procedures and Administration II
Using independent work projects in simulated office workshop/seminars the students are exposed to situations where they must assemble facts, list priorities, complete projects, and meet deadlines, thereby correlating secretarial skills and administrative ability.

15 hours a week
6 weeks — 90 hours

Fundamentals of Law
Such subjects as contracts, family law, ownership of real and personal property, wills and estates, and the rights and procedures that ensure an individual's legal protection are covered.

5 hours a week
6 weeks — 30 hours

Business and Personal Finance
The modern secretary regularly deals with banks, trust companies, and brokerage houses. To prepare for such contacts, a secretary-to-be studies the structure of the banking system and the effective use of the various bank services. Investment securities and functions of the securities markets are also explored. Through practical lectures and discussions the students also learn to handle their personal income. They study financial planning, budgetary techniques, money management, insurance protection, and saving and investment programs for the small investor.

5 hours a week
6 weeks — 30 hours

Job Hunting Skills
Students are prepared to seek a job; how to search for a job, how to prepare a resume and fill out an application form, how to conduct oneself at an interview, how to dress for an interview, and how to become a valuable employee once the job is obtained.

5 hours a week
6 weeks — 30 hours

Internship
The student will be placed on a job in the community for four weeks of on-the-job training. All required course work must be completed before beginning an internship. The internship is a prerequisite to graduation.

40 hours a week
4 weeks — 160 hours

The QCSI Student

Stressing the importance of developing good business habits is a part of QCSI training. The atmosphere of the school is similar to that of a business office, and from the beginning of the first class, the student learns business practices along with secretarial skills. This emphasis prepares the student for her or his role as a successful businessperson who both understands and contributes to the performance of today's progressive executive.

Attendance
Since all executives expect their employees to report for work regularly and promptly, the school believes that students should follow a similar policy in their class attendance. Students may be placed on probation after 10 days of absence and may be subject to dismissal thereafter.

Evaluation Reports
Students receive an evaluation of their work at the end of each six-week period.

Withdrawal and Re-enrollment
When a student must withdraw from QCSI after enrollment, requests for refunds will be honored as detailed in Financial Information. A student who must withdraw because of accident or illness may re-enroll for an additional fee, at a comparable point in a subsequent class provided space is available and all charges for the class from which she withdrew have been paid in full.

Dismissal
The school reserves the right, in the exercise of its sole judgement, to dismiss a student on any of the following grounds: nonconformity with the general spirit and regulations of the school, conduct detrimental to the reputation of the school, incomplete work, or poor attendance. Any unpaid balance for tuition or books becomes payable immediately upon a student's withdrawal or dismissal.

Class hours
Monday through Friday — 8:00 A.M. - 2:00 P.M.

Terms
QCSI reserves the right to make such changes in regulations, curricula, and charges as it deems necessary without previous notice. Students and parents or guardians must agree to accept the terms stated in this catalog and to abide by the regulations of the school.

Queens College Secretarial Institute does not discriminate on the basis of race, color, national or ethnic origin, or handicap in administration of its educational policies, admissions policies, scholarship or loan programs.

ADMISSIONS

REQUIREMENTS

These programs are open to people who have graduated from secondary school, or who have passed the GED. The Advanced Program is open to students who have completed two years of Gregg shorthand, or who have had

one year of Gregg shorthand and equivalent office experience. Students with two years of Pitman or other shorthand systems may enroll in the Advanced Program with the understanding that they will receive no theory instruction in class.

PROCEDURES

Application for enrollment should be mailed to QCSI. Return the Application blank in this catalog, together with the application fee.

Interviews

All applicants should arrange for a personal interview.

Supporting Credentials

An official transcript of high school work, and any additional study, and a recommendation from the applicant's most recent school are required. The candidate is responsible for obtaining the proper credentials to support her/his application.

Decisions

Action is taken on the candidate's eligibility when all credentials are complete. The school's decision is based on the prospective student's previous school records, recommendations received, and the personal interview. A candidate's likelihood of making satisfactory progress in the secretarial profession is an important factor in the consideration of her/his application. Decisions by the officers of QCSI on the eligibility of applicants are final.

FINANCIAL INFORMATION

Fees

Fees for application and tuition are listed in the enclosed Application. A convenient payment plan is available and is described in this Application.

Tuition Payment and Refund Policy

An advance tuition payment of $100 is required immediately upon acceptance of the application and is refundable until 90 days prior to Registration Day, the opening day of school.

The balance of the tuition payment is due on Registration Day, except those payment plans which are arranged in advance. See enclosed Application and Enrollment Agreement.

Should a student withdraw from QCSI after Registration Day, any unpaid balance for tuition and supplies becomes payable immediately.

In the event of withdrawal, the date of withdrawal is the last date of recorded attendance and the student, parent, or guardian, as the case may be, is responsible for the following percentages of the total tuition listed below. Any tuition paid in excess of the obligation will be refunded, upon written request from the parent or guardian or from the student who is twenty-one or older.

Withdrawal within the first week of classes — 10%
Withdrawal within the next three weeks of classes — 20%
Withdrawal during the remainder of the first quarter of school year — 45%
Withdrawal within the second quarter of school year — 70%
Withdrawal within the last half of the school year — 100%

The school will not be responsible for the loss or damage of personal property.

★ ★ ★ ★ ★

The school certificate, final grades, references and transcripts to colleges, and all services of the placement department may be withheld from an otherwise qualified student who is in arrears in the payment of school fees.

PAYMENT PLANS

Payment In Full

Application Fee	$25.00
Tuition Per Year	$2800.00
Books & Supplies Per Year	Approximately $170 to $250

Exact amounts for books distributed each six-week period will be payable on receipt of the books.

Convenient Payment Plan

After the down payments indicated below, the balance due may be paid in ten monthly installments of $240 each. The finance charge for this convenience is $100.00.

1.	Application Fee	$ 25.00
2.	Cash Price	$2800.00
3.	Less: Cash down payments of $100 — payable on acceptance (refundable until 90 days prior to Registration Day) and $400 due on Registration Day.	500.00
4.	Amount financed (unpaid balance of cash price)	2300.00
5.	Finance Charge	100.00
6.	Total of payments	2400.00
7.	Deferred Payment Price	2900.00
8.	Annual Percentage Rate	8%

Financial Aid

Financial Aid is available to qualifying students through several agencies such as the Basic Educational Opportunity Grant, National Direct Student Loan, College Foundation, Work-Study, and others. For further information, call QCSI office, 332-7121, ext. 234, 249.

SUPPLEMENT
to
OFFICIAL CATALOG

QUEENS COLLEGE SECRETARIAL INSTITUTE

Application and Enrollment Agreement

1900 Selwyn Avenue
Charlotte, NC 28274

QUEENS COLLEGE SECRETARIAL INSTITUTE

Application and Enrollment Agreement

in Year _____

I hereby request enrollment in Queens College Secretarial Institute in accordance with the terms and conditions set forth on the opposite page and the regulations in your catalog. My application fee is enclosed, and I understand that it is not deductible from tuition fees, nor is it refundable.

Date _____

Full Legal Name _____
Please Print

Check one box— ☐ One-year Program ☐ One-year Advanced Program

Date of Birth _____ Social Security No. _____

Permanent Address _____

_____

Telephone No. _____

Full Name of Parent, Guardian, or Spouse _____

Occupation of Parent, Guardian, or Spouse _____

Name of Firm _____

Business Address _____

Bills should be sent to _____
Name

_____
Street *City* *Zip Code*

Schools previously attended (beginning with high school):

Name and Address of School | Dates | Date of Graduation

_____

_____

_____

Applicant must obtain transcripts and letter of recommendation.

Previous employment, if any _____
Name of Firm

_____ From: _____ To: _____
Address of Firm

ORIGINAL

Fees And Terms

Application Fee	$ 25.00
Tuition Per Year	$2800.00
Books And Supplies Per Year	approximately $170.00 to $250.00

If convenient payment plan is chosen:

Day Tuition Finance Charge	$ 100.00
Annual Percentage Rate	8%

The application fee of $25 must accompany this application for enrollment, and it is not deductible from tuition or residence fees, nor is it refundable. An advance tuition payment of $100 is required immediately upon acceptance and is refundable until 90 days prior to Registration Day, the opening day of school. The balance for tuition is due upon Registration Day, unless the school is notified before such Registration Day that the student does not desire to attend the school. Arrangements may be made in advance for payment in installments. See reverse side.

Any request for change of program will be considered only prior to Registration Day.

While placement service may be provided, it is understood that the school cannot promise or guarantee employment to any student or graduate.

The policy on financial accounts in arrears is outlined in the Official Catalog.

I agree to the above terms, and if the student hereinbelow named is accepted by the school, I agree to pay all the required fees and other charges. I attest that the applicant is in good physical and mental health.

_____

Parent, Guardian or Spouse

I agree to the above terms, and I agree to obey all the rules and regulations of the school as set forth in the school catalog, a copy of which I have received, or as otherwise prescribed.

_____

Student

Date _____

NOTICE: See other side for important information.

Please sign and forward original and duplicate copies with Application and Enrollment Agreement to the Queens College Secretarial Institute. Duplicate will be signed by the school and returned when the applicant is accepted. This contract is not effective until three business days after the student has received a copy of the contract signed by the school.

Accepted for Queens College Secretarial Institute:

In _____

By _____

Date _____

DUPLICATE

Fees And Terms

Application Fee ..... $ 25.00
Tuition Per Year $2800.00
Books And Supplies
Per Year..... approximately $170.00 to $250.00

If convenient payment plan is chosen:
Day Tuition Finance Charge..... $ 100.00
Annual Percentage Rate..... 8%

The application fee of $25 must accompany this application for enrollment, and it is not deductible from tuition or residence fees, nor is it refundable. An advance tuition payment of $100 is required immediately upon acceptance and is refundable until 90 days prior to Registration Day, the opening day of school. The balance for tuition is due upon Registration Day, unless the school is notified before such Registration Day that the student does not desire to attend the school. Arrangements may be made in advance for payment in installments. See reverse side.

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Accepted for Queens College Secretarial Institute:

In _____

By _____

Date _____

Convenient Payment Plans

After the down payments indicated below, the balance due may be paid in ten monthly installments of $240. The finance charge for this convenience is $100.

STUDENTS: $2,900.00, as follows:

1. Cash Price	$2,800.00
2. Less: Cash down payments of $100—payable upon acceptance (refundable until 90 days prior to Registration Day), and $400—payable on Registration Day	$ 500.00
3. Amount Financed (unpaid balance of cash price)	$2,300.00
4. FINANCE CHARGE	$ 100.00
5. Total of Payments	$2,400.00
6. Deferred Payment Price	$2,900.00
7. ANNUAL PERCENTAGE RATE	8%

Tuition Payment and Refund Policy

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Should a student withdraw from Queens College Secretarial Institute after Registration Day, any unpaid balance for tuition, residence, and supplies becomes payable immediately.

In the event of withdrawal, the date of withdrawal is the last date of recorded attendance and the student, parent or guardian, as the case may be, is responsible for the following percentages of the total tuition listed below. Any tuition paid in excess of the obligation will be refunded.

Withdrawal within the first week of classes—10%.
Withdrawal within the next three weeks of classes—20%.
Withdrawal during remainder of the first quarter of school year—45%.
Withdrawal within the second quarter of school year—70%.
Withdrawal within the last half of school year—100%.
Unused supplies will be fully refunded.

NOTICE: See other side for important information.

Convenient Payment Plans

After the down payments indicated below, the balance due may be paid in ten monthly installments of $240. The finance charge for this convenience is $100.

STUDENTS: $2,900.00, as follows:

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Unused supplies will be fully refunded.

NOTICE: *See other side for important information.*

QUEENS COLLEGE
1900 Selwyn Avenue/Charlotte, N.C. 28274